

Reserved for Cover

BAFBP 32-6001
10 March 2009

OPR: 9 CES/CEAC
DISTRIBUTION: X

Housing Management

INDEX	Page
Section A	
Air Force Responsibilities.....	1
Section B	
Resident Responsibilities.....	4
Section C	
Fire Prevention.....	14
Section D	
Security Forces	17
Section E	
Good Neighbors	20
Section F	
Special Climatic Conditions	24
Section G	
Community/Residential Activities	26
Section H	
Self-Help Work	28
Section I	
Termination of Military Family Housing	31

INTRODUCTION

Welcome to Beale Air Force Base Family Housing (FH). We are pleased to have you with us and hope your stay is pleasant.

It is impossible to itemize every small detail of our responsibilities, and yours. The following pages explain the Air Force's responsibility toward your home as well as what we expect from you. If you are considerate of your neighbors and treat your home as if you were the owner, we can assure you that relationships are enhanced at all levels. Your home represents a substantial investment by the United States Air Force and by all of us as taxpayers.

Housing Management

RESERVED FOR SECTION COVER

Section A**AIR FORCE RESPONSIBILITIES**

The following tasks should be performed by the base in support of your assigned government-owned or controlled Family Housing unit: all maintenance and repair, refuse collection and disposal, pest control to protect Air Force property, and fire and security protection.

INITIAL INSPECTIONS. A housing representative along with the resident performs an initial inspection to identify and document on an AF Form 227 any discrepancies pertaining to the unit and appliances. This inspection is scheduled at time of assignment.

MAINTENANCE AND REPAIRS. The Base Civil Engineer has primary responsibility for maintaining your home. Maintenance and repair is accomplished by contract. To request repairs, the service call telephone number is 788-0241. When you contact housing maintenance, you will receive a work order number and an approximate date and time the work will be done. There are three categories of service: emergency, urgent and routine. The category determines when you can expect service to be scheduled:

Service Call	Response Time	Defined As
Emergency	1-4 Hours	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent	Within 2 days	Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
Routine	Up to 11 work days	Work of a routine nature that does not meet the criteria of emergency or urgent.

REFUSE COLLECTION AND DISPOSAL. Refuse pickup is once a week on Thursday. If your pickup day falls on a legal holiday, service will be on the same day, unless otherwise announced. Large item pick up is on the first Thursday of each month. Garbage totes are privately owned by Yuba Sutter Disposal, Inc. You will have three totes, the green tote is for disposal of yard waste *only*, the gray tote is for disposal of household waste, and the blue tote is for the recycling program. You are responsible for cleaning the totes. Trash exceeding the tote capacity is to be placed in an appropriate container (plastic bag, bundled, etc.) and placed curbside the morning of pickup service. Totes will be returned to the storage area the same day as pickup. No used oil will be placed in the tote; use the Auto Hobby Shop for disposal. Also, once a month, the Environmental Element holds a

hazardous waste turn-in at Chapel 2 in the housing area. The disposal of dead animals found on base, not house pets, is a Civil Engineer responsibility.

PEST CONTROL. If necessary, your house was treated for insects before you moved in. The resident is expected to take all measures to prevent or control insects. If infestations occur which are beyond control, call the maintenance contractor at 788-0241.

LOCKOUTS. The maintenance contractor, 788-0241, is responsible to respond for resident lockouts, these service calls are treated as an emergency.

GROUND CARE. Common areas beyond 100 feet from your unit are government responsibility. Major pruning is also a government responsibility. When available, seed and fertilizer are provided by the government. Minor reseeding is a resident's responsibility.

APPLIANCES. Ranges, refrigerators, and dishwashers are government furnished and serviced. These appliances are assigned by serial number and recorded on the AF Form 227. If you have problems, do not attempt repairs or adjustments. You should make a service call to 788-0241, to report any problems.

PRIVATELY OWNED APPLIANCES. Residents may use their own appliances in addition to government furnished appliances. If you use your own appliance in lieu of government provided, you may have the issued unit picked up by calling the maintenance contractor at 788-0241. All appliances must be thoroughly cleaned prior to turn in.

FILTERS. Air conditioning and heating unit filters are government furnished. The resident is usually responsible for the cleaning of permanent type filters and the periodic change out of disposable filters, which are available at the U-Fix-It Store. It is recommended you change your filter every month to help prevent compressor burnout.

U-FIX-IT STORE. There are items available through the U-Fix-It Store, such as grass seed, fertilizer, some pest control items, etc. Call 788-1470 for more information.

NAME SIGNS. You will be provided with a name sign for your home. The housing maintenance contractor orders and installs them. If you are promoted, contact them at 788-0241 for a new sign.

Section B

RESIDENT RESPONSIBILITY

SOCIAL VISITS. Housing residents are responsible for their guests. Social visits of military personnel assigned to the installation and civilians residing outside the commuting area are limited to 30 days, visits exceeding 30 days must have written approval from Mission Support Group, contact the housing office for additional information. Social visits by personnel residing within the commuting area are limited to no more than two days.

LEAVE OR EXTENDED TDY. If you will be absent from your housing unit, leaving it unoccupied for extended periods (1 week or more), you should make arrangements for the security, and prudent care of your unit, to include yard maintenance. You can fulfill this responsibility through written notification to the Housing Office of your intended absence and by providing the name of the person designated by you who has access to your home and can perform normal resident maintenance. You should also notify the Security Forces for patrol purposes.

MAINTENANCE AND REPAIR. You are responsible for simple maintenance and repair of your home, as required by Air Force. We expect you to take prudent care of your home, and hold you responsible for routine maintenance, simple repairs, and housekeeping, such as changing light bulbs, replacing heater and air conditioner filters, securing door stops, replacing sink stoppers, cleaning stove burners, plunging toilets and sinks, and basic insect control. Housing maintenance will perform this work when your home is vacant or when emergencies arise. We encourage you to use the U-Fix-It store to get supplies to assist you with maintenance and simple repairs. The Air Force has also established cleaning standards, and we apply the standards equitably regardless of your grade or position. Cleaning standards are minimized for homes scheduled for major renovation.

LIABILITY FOR DAMAGE TO FAMILY HOUSING, EQUIPMENT, AND FURNISHINGS. You may be held accountable and liable for loss or damage to the family housing structure, equipment, and furnishings if you, your dependents, or your guests cause the damage through abuse or neglect. While the amount of liability is limited to 1 month's basic pay in cases of simple negligence, you may be liable for the full amount of damages or loss for willful misconduct or abuse. AFMAN 23-220 provides guidance on how to determine responsibility and financial liability. It also explains in which situations claims may be waived or limited, if your dependent or guest cause the damage and you had no opportunity to prevent the damage. It also establishes procedures for processing Reports of Survey, how to request reconsideration, how to appeal unwaivered claims, and to request remission of debts.

INSURANCE. We encourage you to consider buying commercial insurance (renters insurance) to cover your personal liability for government property and your personal property if you have a major loss while residing in family housing. Renters insurance should clearly include personal liability coverage for loss or damage to family housing, furnishings, and equipment. You may be able to obtain only liability coverage for government property without insuring your personal property. The housing office can inform you about replacement value of your home, based on net square footage and grade, authorized by public law. The housing staff or staff judge advocate office can answer specific questions.

DETERMINING REPLACEMENT COSTS. Use the amounts shown in the table below to determine the replacement costs for each grade and bedroom size. Replacement costs are calculated based on the DoD Family Housing Cost Model.

Grade	Bedrooms	\$000
E1/E6	2	145
	2 (Modified)	160
	3	175
	4	210
	5	250
E7/E8 and O1/O3	2	160
	2 (Modified)	180
	3	200
	4	230
	5	270
E9	4	260
O4/O5	3	220
	4	250
O6	4	270
O7/O10	4	360
O7/O10 (Special Command Position)	4	395

DAMAGES TO HOUSING. When damages beyond reasonable wear and tear are determined to be your responsibility, you must meet Air Force standards when completing the repair or replacement. The housing office staff can fully explain your options to repair or replace damaged items and the method of payment.

REPAIR COSTS. The following is a representative list of most commonly damaged or destroyed items. The list is not all-inclusive, but it is intended to show typical costs. These costs may vary, depending upon circumstances encountered. Costs include labor and materials:

Replace Broken Window.....	\$80.00
Replace Patio Door.....	12.65 per SF
Replace Garbage Disposal 1/3 HP	40.00
Replace Garbage Disposal 3/4 HP	75.00
Repair Door (Closet or other interior door)	69.00
Replace Door Lock (Weiser).....	15.00
Replace Door Lock (Best/Falcon).....	75.00
Replace Trim/Door Casing (1 to 10 feet).....	.35 per foot
Replace Vinyl Floor Tile (per 12x12 tile).....	1.00per SF
Replace Light Globe	10.00
Replace Single Medicine Cabinet Mirror	65.00
Replace Bi Pass Medicine Cabinet Mirror.....	130.00
Replace Aluminum Storm Door.....	95.00
Replace Exterior Storage Room Door	125.00

Other types of damage the resident is responsible for are; damage to yard or house caused by pets, damages resulting from waterbeds.

ENERGY CONSERVATION. As a housing resident, we need your assistance in conserving energy. Fewer dollars for housing and rising utility costs require us to use good judgment and do what is prudent and practical to conserve utilities.

Water. Normal and reasonable use of water is not restricted. However, since excessive usage results in increased costs, we must eliminate waste. The lawn watering policy for Beale AFB Military Family Housing residents is you can water on any day of the week with the generic guidelines to not water during the peak heat times (i.e. 10:00am – 5:00pm) and limit watering in areas to 20 minutes. We do ask each resident to practice water conservation to prevent flooding in the streets and drains. If you have questions, please 634-2793 or 634-2794.

Heating. Recommended temperature settings are as follows: Heating - 68 degrees day and night. Air conditioning - 76 degrees day and night. Your home is equipped with a device known commercially as a heat pump. This device is designed to lower the temperature of your home in the summer not more than 20 degrees below the outside temperature. The resident should not change the hot water heater setting. The setting should not exceed 140 degrees. Hot water storage tanks are equipped with “heat sticks” which use otherwise wasted heat from the heat pump to help heat hot water. Conserving these resources will result in large monetary and heating fuel savings for the installation without jeopardizing your health. Please help to minimize fuel waste. If anyone in your family has a health condition necessitating *emergency* service for air conditioning or heating, please furnish the housing office a copy of the medical documentation.

Electricity. You can help to conserve electricity by minimizing the use of electrical appliances and lights, especially during the peak demand periods of 0730 to 0830 hours and 1630 to 1730 hours. Do not leave outside lights on during daylight hours.

ENVIRONMENT. The State of California considers waste motor oil and soil contaminated by the same as a hazardous waste. The federal government has agreed and directed installations in California, by executive order, to comply with California laws on this subject, these laws apply to residents of family housing.

Recycling is the best alternative for disposal of used or waste motor oil. Residents should drain motor oil into cans or plastic containers. Take the containers to the Auto Hobby Shop during operating hours for disposal. You must not leave containers on the Auto Hobby Shop “doorstep”. Contact the shop supervisor at 634-2296 for disposal instructions.

If contamination of the soil in the FH area is found and it is determined to be resident caused, the member will be responsible for the removal of the contaminated soil. Place contents in a container and deliver it to the accumulation site, have the area inspected by FH or an environmental coordinator, restore the excavated area by filling it with clean soil and reseed the area.

As of 1 Jul 92, it is against environmental laws to discharge Freon into the air. This gas is commonly used in automobile air conditioners, refrigerator compressors, and central air conditioners. A recovery system for recycling and/or disposal must be used. Contact the Housing Facilities Section at 634-4961 for recycling and disposal information.

CARE OF INTERIOR.

Kitchen. Give special attention to maintaining appliances, cabinets and walls in the kitchen. Clean ovens, top burners, and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Clean refrigerator interiors frequently to remove food deposits. Do not use sharp instruments to remove ice when defrosting, and do not use gritty or harsh detergents when cleaning. To avoid jamming the cutting mechanism in the garbage disposal, avoid placing fibrous material, such as onions and celery. Also grease in the garbage disposal can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans, and utensils off countertops to avoid permanent damage. We recommend you use non-adhesive shelf paper in drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

For those that have self-cleaning ovens, do not use oven cleaner, it can destroy the finish and self-cleaning capability. When using the self-cleaning model, be sure to remove the racks before you start. Interiors of refrigerators should be cleaned regularly with a water and baking soda solution. The exterior door gasket should be cleaned frequently to remove oil and grease.

Bathrooms. Clean tub and shower walls periodically with a product made to clean mildew.

Floors. Excessive water can cause damage to any floor, especially wood. Use a quality wax remover to prevent wax buildup. Pay special attention to the corners and baseboards for wax buildup.

Carpet. Residents are permitted to install carpeting at their own expense. Use double sided tape only for securing carpets to hardwood floors. Extreme caution should be used when removing carpets to see that floor finish is not damaged. A hair dryer could be used for easy removal of the tape.

Walls. Use mild soap and warm water is for cleaning walls. You must not apply adhesive-backed materials, wallpaper, or decals to walls, since removal of these can cause damage. Use nails or picture hangers for hanging pictures. DO NOT fill holes. DO NOT remove any bolts or hooks from your ceiling in preparation for termination. Please make sure doorstops are in place to prevent damage to walls.

Insect Control. Pest control measures are the responsibility of the resident. The Department of Defense and the Air Force have authorized a self-help pest control program. Pest control materials and specific instructions for application and use are available through the U-Fix-It Store, located at 5202A&B W. Nugget Court. If you feel a pest control issue is beyond self-help measures, please contact the housing maintenance contractor at 788-0241.

Washing Machines and Dryers. Vibration and movement of these items during operation can cause damage to the floor unless appropriate pads are placed under the machines. Faucets and hoses should be checked frequently for leaks. Water leaks from washing machines causing damage to the house is considered reimbursable damage, the clean up of such leaks is the resident's responsibility.

Waterbeds. Residents may use waterbeds; however, you may be held responsible for any damage it may cause.

Telephone and Cable TV Installation. The government furnishes two telephone jacks, one in the kitchen and one in the master bedroom. If for some reason your phones do not work at these locations, call AT&T for repair. If the problem is with the wiring inside the unit, it is the government's responsibility to reimburse that expense. Bring the statement of labor provided at the time of service and the bill you receive with the charge for service to the Housing Office to process for reimbursement. If there is a problem with an outlet located anywhere else, the expense for repair rests with the resident. Installation of additional telephone or cable TV outlets may be requested at the Housing Office. Penetration of the outside walls of the housing unit is not permitted for additional telephone and cable TV lines.

CARE OF EXTERIOR.

Roof. For safety and maintenance reasons, the roof of your unit is off limits with the exception of authorized maintenance personnel. Any violation may result in expensive repairs at resident's expense.

Windows. Residents are responsible for cleaning the exterior of first floor windows that are safely accessible and other floors if the outer surfaces are accessible from the interior or safe exterior platforms such as decks and patios. (Sliding window styles on second floors may be removed for cleaning.)

Crawl Spaces. Be sure vents to crawl spaces are clear of weeds and trash and properly screened to prevent entrance of animals such as skunks and pets.

Trees. With the exception of small bird feeders, nothing will be tied, affixed, or secured in any manner to any tree in family housing. This includes pets and swings.

Grounds Care. Due to the size of the yards at Beale AFB, residents are responsible for up to 100 feet from your unit or halfway between neighboring units and to the center of the street to include the gutter. If your yard is fenced inside the 100 foot line, you must maintain both sides of the fence up to the boundary. All grass cuttings and other debris from your yard should be placed in your green tote for your weekly trash pick-up, do not use plastic or paper bags in your green tote. No dumping of any kind is permitted in the open field areas behind your unit. You may plant flowers. Do not plant seeds or beans that are poisonous or which can be a hazard. Ivy plants and oleander are prohibited. Keep your flowerbeds neat and clean of weeds and grass. A fence or border may be approved on a self-help work request. You are expected to maintain a neat, well-kept lawn. Family housing areas are periodically inspected according to the standards listed herein. We issue discrepancy notices to residents not meeting appearance standards. Repeated discrepancies are unacceptable and may lead to termination actions.

Gardens. Small plots, approximately 15 x 30 feet, may be used outside the existing lawn but must be adjacent to the resident's area of responsibility. Existing lawn should not be sacrificed to put in a garden. Gardens should be maintained in a neat and orderly manner, i.e., cultivated and weeded. Plant residue should be removed as soon as the vegetables are harvested. When the resident terminates the unit, the garden should be cleared of plants, stakes and other paraphernalia and disposed of properly. A strip along the side of the unit, not more than 24" wide may be used for planting flowers or vegetables.

Fertilizing. Light application of fertilizer on a monthly basis, April through October is recommended. Approximately one pound of fertilizer per 100 square feet of lawn area is adequate to maintain a healthy green lawn. The recommended procedure will provide a relatively slow, constant growing lawn that will require less

water and maintenance than heavier, less frequent methods of fertilizer application. Normally, after application of fertilizer, it is recommended that the lawn be watered to prevent “fertilizer burn” of the lawn.

Swimming/Wading Pools. Only above ground swimming pools are permitted in the family housing area. Installation of a swimming pool, which contains water overnight, must meet the following requirements:

- An AF Form 332, Self-Help Work Request, must be submitted to the Housing Office for approval prior to installation.
- Must be enclosed with a six foot fence with a locking gate.
- Maximum 20’ diameter, 4 feet deep.

Prior to termination of the unit, the pool must be removed and the area returned to its original condition. It must be leveled, topsoil replaced, seeded, fertilized, watered, and a lawn should be established.

Spas. An approved AF Form 332, Self-Help Work Request must be obtained prior to installation of a spa. Spas should be covered and locked when not in use. Outlets shall be the responsibility of the resident on a dedicated circuit from the power panel.

Decorations. During holiday seasons, residents may want to decorate their homes. To prevent damage to your quarters, please use clips and ties to secure decorations. DO NOT stand or walk on the roof, use nails or screws to secure decorations, or place decorations on the roof or carport. All holiday decorations must be removed by the second Monday in January. Year-round decorative lighting is not authorized.

Carports/Garages. Any items stored in carports, porches, and patios alongside the house visible from the street or a neighbor’s house should be neat and orderly to avoid a cluttered appearance. Refrigerators/freezers may be kept in the carport area with prior approval from the Housing Manager. Once approved, a notice provided by the housing office must be prominently displayed. These appliances should be locked at all times and kept clean with nothing stored on top. Storage cabinets are permitted in carports, and in fact, are encouraged to reduce clutter. Garage doors should be closed when residents are inside or away from their home. Weather screening materials, such as subdued color tarps, may be hung in the carport with prior approval from the Housing Manager. Indoor furniture should not be located in the front yard, carport, or front porch area.

Recreation Equipment and Toys. Large recreation equipment such as swing sets, trampolines, wading pools, and portable awnings shall be placed only in the backyard. Small recreational equipment such as toddler slides and play houses may be used in the front yard as long as they do not create a cluttered appearance. Small children playing in the front yard should be monitored at all times. Large toys in the back yard should be arrayed in a neat and orderly fashion, and when not in use, stored in sheds or under porches if practical. If yard space is limited; residents should submit a request to the Housing Manager prior to relocating larger items in an area other than the back yard. Bicycles, tricycles, “big wheels”, children’s wagons, and similar conveyances may be parked in the carport, or hung from the rafters. Lawnmowers may remain in carports provided they are operational and kept clean.

Garbage Totes. Garbage totes may be stored in carports. Totes should be retrieved from the curbside in the evening of collection day. Do not place items out for large item pick up day until the Sunday evening prior to collection day.

Weekly Yard Inspections. Residents of Military Family Housing are expected to maintain their yards, carports, and driveways in a manner that contributes to safe, secure and attractive housing community on Beale AFB. Each week (typically on Tuesday) our housing inspectors will survey all base housing units and issue warning or violation notices if standards are not being met. Inspection criteria are based on policy throughout this brochure, and are conducted using the checklist on the following pages. Warning and violation notices are disseminated via email, with copies provided to first sergeants and commanders. As with many standards, there is some room for interpretation and the housing inspectors will be the arbiters of what is considered unsafe, unclean or “cluttered.” Three violation notices (warnings, or “courtesy” notices not included) within any 12-month period may result in eviction from Beale AFB family housing and disciplinary action against the military member. Inspectors are available to answer questions or discuss notices by calling 634-4961, or emailing 9 CES CEH@beale.af.mil.

Common Areas. The base is responsible for common areas, playgrounds, etc.

WEEKLY YARD INSPECTION CHECKLIST

Item	C/NC	Standard
Yard Area		Residents are responsible for the area in front of the unit including gutters, sidewalks and ditches. The side yard includes half the distance to the next quarters. Residents occupying quarters on a corner lot should maintain their yard to the corner. The backyard is half the distance to the next quarters unless the yard leads to an open area. In that instance, residents are responsible up to 100 feet. The area behind the carport should be uncluttered.
Yard Policing		Yards should be free of paper, trash, cans, garbage overflow, or any item that detracts from a neat attractive appearance to include large amounts of toys not in use. Leaves should be raked and picked up at least once a week.
Grass Mowing, Trimming, Edging, and Weed Control		Grass should be mowed to present a well-manicured appearance. Grass should be trimmed around the quarters, base of shrubbery, fences, patios, clothesline poles, etc. Weeds and grass should be removed from cracks of curbs, sidewalks, driveways, and gutters. Grass should be edged along sidewalks, driveways, and curbs. Grass should not hang over the curb or gutters, or exceed 3 inches in height.
Watering and Utility Conservation		The lawn watering policy for Beale AFB Military Family Housing residents is you can water on any day of the week with the generic guidelines to not water during the peak heat times (i.e. 10:00am – 5:00pm) and limit watering in areas to 20 minutes. We do ask each resident to practice water conservation to prevent flooding in the streets and drains. If you have questions, please 634-2793 or 634-2794. Exterior lights should be off during daylight hours.
Shrubs and Trees		All shrubs should be kept well shaped at all times. Shrubby in front of windows should be uniformly cut to the window sills. Shrubs should not be taller than 6 feet and should be at least 6 inches off of the ground. With the exception of small bird feeders, nothing should be tied, affixed, or secured to any tree in family housing to include pets, and swings. Year-round decorative lighting is prohibited.
Carports, Garages, Porches, and Patios		Carports should not be used for storage of household goods, boxes, etc. Patios and entries should look well kept. Shipping crates, cable reels, scrap lumber, auto parts, etc., should not be stored in exposed areas. Refrigerators/freezers may be kept in the carport with prior approval from the Housing Manager. These appliances must be locked at all times with nothing stored on top. Workbenches should be safe and neat at all times. Electrical tools and equipment should be disconnected when not in use, and stored if not intended for immediate use. Garage doors should be closed when residents are inside or away from the home. Indoor furniture should not be located in the front yard, carport, or front porch. Any items stored in this area or along side the house visible from the street should be neat and orderly to avoid a cluttered appearance.

Item	C/NC	Standard
Large Recreation Equipment		Large recreation equipment such as swing sets, trampolines, wading pools, and portable awnings should be placed only in the back yard. Smaller equipment such as toddler slides and playhouses may be used in the front yard as long as they do not create a cluttered appearance. Large toys in the backyard should be arrayed in a neat and orderly fashion.
Vehicles		All vehicles in the housing area must be registered, insured, and operational. Extensive vehicle maintenance work requiring more than three hours is prohibited. Off-road vehicles, boats, utility trailers, off-road motorcycles, campers, recreational vehicles or water sport vehicles may only be stored in the housing area if they completely fit under the carport or inside a garage. Oversized and recreational vehicles may be parked in the housing area for up to 48 hours at a time to allow time for preparation prior to use, or clean up after use. Parking of any vehicle at vacant units is not authorized without prior approval from the Housing Manager.
Portable Basketball Hoops		Portable basketball hoops may be placed in driveways but should not be placed in the street, or in a manner that overhangs, or allows play to occur in the street.
Garbage Collection		Garbage collection day is Thursday. Totes should be placed at the curb no earlier than Wednesday evening and should be retrieved from the curb no later than Thursday evening. Large item collection occurs the first Thursday of each month; items should not be placed on the curb before the Wednesday prior to collection day.
Pools		Only above ground pools are permitted in the housing area. Pools which contain water overnight must be enclosed within a six foot fence with a locking gate. An AF Form 332, Self-Help Work Request, must be submitted and approved prior to installation. Small wading pools must be empty and stored when not in use.
Fences		4 foot chain link or six foot redwoods are the only types of resident installed fences authorized. A six foot chain link fence may be approved to enclose an authorized above ground swimming pool, or a pet that is capable of escaping a 4 foot fence. An AF Form 332, Self-Help Work Request must be submitted and approved prior to the installation of fences.
Satellite Dishes		Satellite dishes may not be attached to a housing unit in any manner. Dishes must be installed in the backyard or back half of the side yard, satellite dishes are not authorized in the front of the home. An AF Form 332, Self-Help Work Request must be submitted and approved prior to the installation of satellite dishes.
Pets		Pets are limited to two per duplex, and three per single unit. All cats and dogs must be vaccinated and registered with the base vet. Pets must be leashed when outside the home or fenced yard. Feces should be collected and discarded daily. Pets should not be chained to a tree or residence in any manner, and should be contained/tied only in the rear of the unit.
Hazardous Materials		Hazardous materials such as gas cans (no more than 3 gallons), barbecue lighter fuel, household cleaner, etc., should be stored in a locked container out of reach of children

C/NC = Compliant/Non-Compliant

RESERVED FOR SECTION COVER

Section C

Fire Protection

The Fire Department is responsible for instructing residents on the procedures to follow in case of fire. You must instruct members of your family in fire protection. Questions should be directed to Fire Prevention at 634-8677.

INSTRUCTIONS ON PREVENTION. A member of the Fire Department will contact you on fire prevention instructions within 30 days after moving in.

FIRE EVACUATION PLAN. A home fire evacuation plan should be made with primary and alternate routes of escape. Establishing and practicing your escape plan, as a family activity, may save the life of your loved ones. Please make the fire department aware of any family members with special needs.

SMOKE DETECTORS. An inspection of the smoke detectors should be performed at the initial inspection of your quarters. You are required to perform an operational test of the detector periodically, preferably once a month.

FIRE REPORTING. IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT, TELEPHONE 911 IMMEDIATELY. GIVE THE FIRE ALARM OPERATOR YOUR NAME, HOUSE NUMBER AND STREET. DO NOT HANG UP UNTIL YOU ARE SURE THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ANY FIRES REGARDLESS OF SIZE.

GASOLINE STORAGE. Never store flammables in the home, and do not store more than three gallons of flammable liquids. Outside storage areas should be childproof.

BARBECUE GRILLS. Only adults should light grills and supervise their use. Grills should be kept away from building overhangs and porches and should always be kept at a reasonable distance from combustible structures. Barbecues may be stored in carports provided they are operational, neat, clean, and meet Fire Safety requirements.

PORTABLE FIRE PITS. Are prohibited in the housing area.

CLOTHES DRYERS. Check and clean lint traps in clothes dryers before or after each operation. Do not place plastic articles in the dryer.

COOKING APPLIANCES. NEVER LEAVE COOKING FOOD UNATTENDED. If you have a cooking fire, cover the burning pan with a lid, turn off the appliance, and call the fire department. **NEVER USE WATER ON GREASE FIRES! DO NOT ATTEMPT TO MOVE THE PAN!** Clean kitchen exhaust fan filters often to prevent accumulation of grease.

HOUSEKEEPING. Please do not let trash accumulate in closets, attics, storage areas, or near any type of heater.

POWER EQUIPMENT. Turn off lawn mowers and edgers and let them cool before refueling.

WOODWORKING/MACHINE SHOP POWER TOOLS. Workbenches may be located in carports provided they are kept safe and neat at all times. Electrical tools and equipment should be disconnected when not in use and should be stored if not intended for immediate use. Equipment of this type will not be operated in any room other than the carport or storage area.

WELDING/CERAMIC KILNS. Welding and operation of ceramic kilns are prohibited.

RESERVED FOR SECTION COVER

Section D

Security Forces

SECURITY FORCES. The Installation Commander is responsible controlling and safeguarding base property. The security forces routinely patrol housing areas. When notified, the security forces will usually investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement to the security forces at 634-2131. **Call 911 for fast response to report a crime in progress.**

VEHICLES. All vehicles in the housing area must be registered, insured, and operational in accordance with AFI 31-204, *AF Motor Vehicle Traffic Supervision, Beale Supplement*, and California State Law.

PARKING. Parking on patios, grass, seeded or dirt surfaced areas, communal grounds, or at vacant housing units is not authorized. **Parking on the side of the streets that have fire hydrants in the housing area is prohibited. Parking will be in the same direction as the flow of traffic.**

RECREATIONAL VEHICLES. Off-road vehicles, boats, utility trailers, off-road motorcycles, campers, recreational vehicles, or water sport vehicles may only be stored in the housing area if they completely fit under the carport or inside a garage. All others may be stored in the on-base RV storage lot or an off-base storage area at owner's expense. To allow time for preparation prior to use and cleanup after use, oversize and recreational vehicles may be parked in housing for up to 48 hours at any one time.

VISITORS. If you are expecting visitors please call the security forces at the entrance gate and let them know. This could prevent the guests from being detained when arriving on base. Military members will be responsible for the actions of their family members or guests. This includes loss or destruction of government or personal property, traffic violations and actions contrary to the maintenance of military discipline.

EXTENDED VISITOR'S PASS. If you will have visitors in your home for longer than 30 days, you must submit a request in writing to the housing office for routing through the Security Forces to receive an extended visitor's pass. Visit the housing office for guidelines for submitting the request and a sample. You must receive prior approval, so plan ahead.

FIREARMS AND FIREWORKS. The use of firearms is prohibited on Beale AFB except as provided in AFI 31-209 and supplements thereto. The use of slingshots, bows and arrows, guns (BB or pellet, whether fired by spring, gas, air or any other device) and crossbows or missile firing toys in the housing area is prohibited. Firecrackers or explosive self-propelling devices of similar nature are prohibited on Beale AFB. Military Family Housing residents may store their firearms in their residence; refer to *Beale Installation Security Instruction* (Beale ISI), Chapter 14, for proper storage requirements. All firearms stored in family housing residences on Beale AFB are required to be registered on base through each member's unit orderly room within 72 hours, or the first duty day after assignment to family housing. Members must report to their orderly room to fill out an AF IMT Form 1314, *Firearms Registration* (sample attached), and get their Commander's signature. Once complete, make two copies of the completed form, the original will stay at the Orderly Room, the member will keep one copy and the final copy must be hand delivered to the 9th Security Forces Squadron Armory at 17798 24th St. (Bldg. 25470). In accordance with AFI 91-201, ACC Sup 1, a maximum of five (5) pounds of smokeless powder may be stored in family housing for use in reloading ammunition, with no limit on the amount of primers that may be kept. For more information on firearms in family housing, contact the Security Forces Squadron at 634-2131.

CURFEW. The following curfews are in effect:

Age

13 & Under

14-17

Curfew

2300-0500 Daily

2400-0500 Daily-Will be extended by ½ hour
when Youth Center sponsored programs continue
to 2400 (to provide transportation time to return
home)

RESERVED FOR SECTION COVER

Section E

Good Neighbors

Family Housing and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

NOISE CONTROL. Excessive noise is the primary complaint received by the housing office. Many residents work shifts and sleep during the day. Please be considerate.

- Parties. Many complaints can be avoided by informing your neighbors before having a party.
- Excessive stereo and television volumes. Don't assume that your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside and outside your unit.

CONTROL OF CHILDREN. Do you know where your children are? See the Beale AFB Youth Supervision Guidelines on the following page for curfew and supervision requirements. Avoid using your neighbors' yard or streets as your child's playground. There are many playgrounds located throughout the housing area for your family's enjoyment.

PETS. Farm, ranch, or wild/exotic animals are prohibited. Breeding and/or raising of animals in family housing for shows or commercial purposes, and operation of commercial-type kennels are also prohibited unless approved by the Installation Commander. The number of pets allowed is based on the type of unit you are assigned to: Single unit; 3 pet maximum. Duplex unit; 2 pet maximum. Any questions should be addressed to the housing office, at 634-4961.

BREED RESTRICTIONS. Residents may not board dogs of any breed (including a mixed breed) that deemed "aggressive or potentially aggressive," unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Installation Commander in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and Wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior.

PET REGISTRATION. On Beale AFB, rabies vaccination and registration is required for all dogs and cats 16 weeks or older. The rabies vaccine used must be approved for use in California. The initial rabies vaccine is usually given at 16 weeks of age and is boosted one year later. After that, re-vaccination and registration of adult pets are required every three years. When your pet is vaccinated for rabies at the Veterinary Treatment Facility (VTF), it will also be registered on base. All dogs and cats must be registered at the VTF within 5 working days after moving onto the base or getting a new pet while residing here. If your pet is currently vaccinated for rabies, or if you choose to use an off-base veterinarian, you are still required to register your pet with the VTF. Please take your pet's health records and rabies vaccination certificate to their office during normal duty hours.

PET CONTROL. When outdoors, and not chained or fenced, the animal must be on a leash (including cats) and controlled by a person physically capable of restraining the animal if necessary. If you are going to be away, you are responsible to make arrangements for proper care in your home, or to have them boarded. Pet shelters and/or chaining of pets is not allowed in the front or side yard of your unit. Pets are to be contained in the back of your unit at all times. Chains shall not be attached to the house or a tree in any

manner, nor shall they be kept in any area interfering with any walkways, or public access. You must ensure cleanliness of your pet's area to control and prevent vermin infestation. Feces should be collected and discarded daily. You should not let your pet become a neighborhood nuisance due to excessive barking. Respect the privacy of your neighbors. Be reasonable and considerate and talk to your neighbor when problems or misunderstandings occur. Discrepancy notices will be issued to residents for noncompliance with pet control requirements. Receipt of two notices during your residency regarding your pet will be brought to the attention of your commander. Failure to comply could result in the loss of your privilege to reside on Beale AFB, and/or the removal of your pet from the installation.

A single case of an animal bite/scratch may warrant removal of the animal from Beale AFB at the discretion of the Commander, 9th Mission Support Group. Under no circumstances will it be tolerated to have animals jeopardize the safety of the base population. Report stray pets to the Security Forces at 634-2131.

REPAIR WORK. To maintain the desired appearance in housing areas, and in consideration of your neighbors, you may not perform major repair work (3 hours in duration) on vehicles in housing carports, garages, driveways, or adjacent streets. The Auto Hobby Shop or some other location of your choice should be used for this repair work.

Beale AFB Youth Supervision Guideline

Note: The ages specified are the maximum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. In all instances below where a "yes" is indicated, the parent is responsible for using reasonable judgment and for any incident or mishap (not considered preventable) which occurs.

Age of Child	Left without a Sitter in Quarters for Two Hours or Less	Left without sitter in Quarters for more than two hours	Left Alone Overnight	Outside Unattended (To Include Playing)	Left in the Car Unattended	Child Sitting for Siblings	Child Sits for Others
Newborn through Age 4	No	No	No	No	No	No	No
Age 5 through Age 6 <small>No children under the age of 6 should be allowed to play near roadways</small>	No	No Except at age 6 may walk to and from school	No	Yes, playground or yard with immediate access (visual sight or hearing distance) to adult supervision***	No	No	No
Age 7 through Age 9	No	No Except may walk to and from school	No	Yes, with access to adult assistance***	Yes, except in hot weather, keys removed and handbrake applied; 15 min. in other weather, adult within sight	No	No
Age 10 through Age 11	Yes; with ready access (phone number to adult supervisor)***	No for 10 yr olds; 11 yr olds with access to adult assistance for no more than 2 hours	No	Yes	Yes; keys removed and handbrake applied	Yes; 11 years or 6 th grade minimum to 2 hours maximum*/**	No
Age 12 through Age 14	Yes	Yes during daytime hours before curfew; no after curfew	No Children 15 or Freshmen in High School may be left alone overnight; with access to adult supervision; sponsor must be in local area***	Yes	Yes	Yes*	Yes** 12 years of age or 7 th grade minimum***
Age 15 through High School Graduation	Yes	Yes	Yes, minors age 16 and older may be left alone for short TDY's or leaves, not to exceed 5 consecutive days, these minors must have some type of adult supervision available to make periodic checks	Yes	Yes	Yes**	Yes**

Curfew: 13 & Under
 2300-0500 Daily

14-17 years
2400-0500 Daily****

* Home-alone training by Youth Center – Registration 634-4953

** Red Cross baby-sitting training or equivalent required – Registration 634-4953

*** Adult Supervision is defined as someone who has or assumes responsibility for the child, e.g., parent, guardian, care provider, friend

****Will be extended by ½ hour when Youth Center sponsored programs continue to 2400 (to provide transportation time to return home)

RESERVED FOR SECTION COVER

Section F

Special Climatic Situations

WEATHER CONDITIONS. Beale AFB is fortunate that severe weather conditions are not common. The most hazardous condition is fog in the fall and winter months. Be especially careful in the school area. Occasionally high winds occur. The main problem will be tree limbs damaging the roof or sides of the house. If there is danger of a tree causing damage, call 634-4961 or 788-0241 after duty hours to report a problem. Storage doors are subject to damage during high winds. Ensure that storage doors are secured and locked.

RESERVED FOR SECTION COVER

Section G

Community/Residential Activities

YARD SALES. There is no limit on the number of sales per family. Sales are generally conducted on weekends. Call the Housing Flight at 634-2793/4, ***no later than*** Thursday afternoon prior to the weekend of the sale. Your street name will be posted on the “Yard Sale” marquee. The marquee is the ***only*** sign permitted for advertising the sale in the housing area (see sign policy below). You should not clutter the carport with those items not sold; store them neatly and out of sight. Free advertising and publication of your yard sale is available, for more information call 634-8887.

SIGN POLICY. The display of signs within family housing or along roadways is prohibited. Placing signs to advertise a specific event or provide directions to a location are also prohibited unless permission is obtained from the 9th Mission Support Group Commander. Under no circumstances will **any** sign be affixed, i.e., nailed, stapled, etc., to traffic control devices, posts, trees, the “Yard Sale” marquees, etc., nor will signs be placed in the window of a residence. Failure to comply with this policy may result in a resident discrepancy notice. This policy will be enforced.

COMMERCIAL ACTIVITY IN FAMILY HOUSING (FH). Some businesses for profit may be conducted from your home. Send a written request describing the business to the Mission Support Group Commander. Contact the housing office or legal office for additional information and guidance.

SOLICITATION IN MILITARY FAMILY HOUSING. Solicitation, fund raising, scout activities, school sales, etc., require prior approval of the commander requested through Public Affairs.

RESERVED FOR SECTION COVER

Section H

Self-Help Work

SELF-HELP WORK. You may do self-help work in your home if the proposed work is relatively simple and is primarily for your benefit. Normally, a self-help project is to improve living conditions and must not generate additional maintenance or repair costs. For example, you may not drill holes, install nails, etc., in aluminum siding on the exterior walls, overhang or carport ceiling.

REQUESTING SELF-HELP WORK. Complete an AF Form 332, *Self-Help Work Request*, available at the housing office to request approval for self-help work. Coordinate the AF Form 332 with the housing office and, in some cases, the Civil Engineer's may need to be consulted for approval, if necessary, the housing office will oversee this coordination. Do not begin work until coordination and approval are complete. Self-help work that is normally approved includes storage sheds (prefab type only), fences, antennas, and satellite dishes. Lattice and the mounting of planter boxes on window sills or ledges, is not authorized in family housing.

STANDARDS AND SPECIFICATIONS. The standard for some authorized self-help projects are available at the Housing Management Office, 17860 Warren Shingle Blvd. Housing inspectors may inspect self-help projects while work is in progress. Any project that is not accomplished in accordance with an approved AF Form 332, may require removal of the project at resident's expense. Inspections can be scheduled by contacting the Housing Facilities Section, 634-4961. A certified electrician should complete wiring. **KNOW THE STANDARD AND RECEIVE APPROVAL PRIOR TO STARTING WORK.**

DECORATING INTERIOR WALLS. Residents should obtain an approved AF Form 332 before painting, stenciling, or installing wall paper. Walls must be returned to their original color upon termination of quarters.

BASKETBALL GOALS. Residents may install portable or pole type goals. Under no circumstances will basketball goals or backstops be mounted or attached to the housing unit or carport. Portable basketball goals may be placed in driveways but should not be placed in the sidewalk or street, or in a manner that overhangs or allows play to occur in the street.

ANTENNAS. All antennas should be mounted on freestanding poles. Guide wires or other anchors may be attached only to eaves and should not be fastened through the roof surfaces, chimney or vents. For approval, submit an AF Form 332, *Self-Help Work Request*, through the Housing Office. The Communications Squadron must approve location and height of proposed antennas. Antenna lead-in must not penetrate the exterior walls of the FH unit.

DOG/ANIMAL SHELTER. Dog houses or animal shelters should be properly maintained, of sound construction, painted, and cleaned at least daily and should not detract from the overall appearance of the unit.

SATELLITE DISHES. Satellite dishes will not be attached to any housing unit. Dishes must be installed in the backyard, or back half of the side yard. An AF Form 332, *Self-Help Work Request* must be approved prior to installation.

STORAGE SHEDS. Storage sheds should not be located in the carports or in front or at the side of the unit. Sheds should be five feet from the dwelling, behind your unit, within your area of responsibility. Storage sheds should be of sound construction, properly maintained and painted so as not to detract from the overall appearance of the quarters. Residents are limited to one storage shed not to exceed 10' x 12' or two sheds equaling 10' x 12'. All storage sheds should have lockable doors.

DISPOSITION OF IMPROVEMENTS. Self-help work installed by a resident should be removed before final termination unless accepted, in writing, by the Air Force and/or the incoming resident. When removing self-help work, you should restore your house or area to its original configuration. You may ask your housing representative at your pre-final inspection about the removal of any self-help work.

RESERVED FOR SECTION COVER

Section I

Termination of Family Housing

GIVING NOTICE. The best time to start thinking about moving out is when you are moving in. We require 40 days' notice of your vacating date (short-notice PCS excepted). If you know you are leaving, you should not wait for orders. Call or visit us for departure arrangements. At the time you notify us, we can schedule your pre final inspection and, if orders are in hand, your final inspection. Your housing office can be of great assistance in your coming move. Ask about relocation assistance for Family Housing and community housing at your next location.

PRE-FINAL INSPECTION. This inspection is designed to assist you in preparing for your final inspection. It includes the review of checkout procedures and provides an opportunity to answer any of your questions. During the inspection, the housing representative also identifies normal maintenance to be accomplished and identifies damages above normal wear and tear. Please remember that the housing representative may not find all damage that is above normal wear and tear at the Pre-Inspection due to the presence of household goods, other damages could be identified at the final inspection. The housing representative can provide you with a cleaning checklist and can discuss your individual cleaning needs.

If you choose to use a contract cleaner, a listing is available in the Housing Office, 17860 Warren Shingle Blvd., 634-2793/4. If you need a substitute to stand in for you at the final inspection, you should notify the Housing Office in advance and they can provide additional guidance. **THE RESPONSIBILITY FOR FINAL CLEARANCE OF FH RESTS SOLELY WITH THE RESIDENT.**

FINAL INSPECTION. This is not a "white glove" inspection. The final inspection ensures that the resident has met the standards of cleanliness and identifies any additional maintenance needs. If you fail your final inspection, you should contact the housing office at 634-2793/4 and schedule a reinspection as soon as the housing inspection schedule permits.

IMPORTANT TELEPHONE NUMBERS

******* ALL EMERGENCIES SHOULD BE REPORTED TO 911 *******

FIRE REPORTING.....	911 /634-2117
FIRE DEPT INQUIRIES	634-8675
AMBULANCE	911 /634-4444
HOSPITAL APPOINTMENT DESK.....	634-2941
CRIME IN PROGRESS	911
CRIME PREVENTION.....	634-2320
SECURITY FORCES - LAW ENFORCEMENT.....	634-2131
FAMILY HOUSING OFFICE	634-2792
FAMILY HOUSING INSPECTORS.....	634-4961
FAMILY HOUSING MAINTENANCE CONTRACTOR	788-0241
U-FIX-IT STORE	788-1470
CE HAZARDOUS WASTE.....	634-2664
LONE TREE SCHOOL (K-5 Grade).....	788-0248
BEAR RIVER SCHOOL.....	633-3135
WHEATLAND UNION HIGH SCHOOL	633-2803
CHILD DEVELOPMENT CENTER.....	634-4717
YOUTH CENTER	634-4953
BEALE AFB DIRECTORY ASSISTANCE.....	634-2113